# Obtaining Your Limousine Carrier License and Vehicle Certificates

## Who Must Register

A **limousine carrier** is anyone who transports passengers, under a single contract and on a prearranged basis, in a limousine to a specific destination or for a particular itinerary. The term *prearranged basis* refers to the manner in which the carrier dispatches vehicles.

Limousine Carrier businesses based outside of Washington are not required to obtain a Washington State Limousine Carrier License unless their business includes picking up clients in Washington.

## **Forms To Complete:**

- **Master Application.** See *Registrations & Licenses Required* (on reverse) for fees.
- For Hire/Limousine Addendum. This form certifies that all chauffeurs hired by you meet certain criteria.

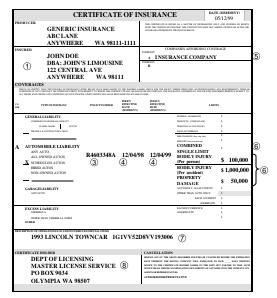
A **limousine** is a category of for hire, chauffeurdriven, unmetered, unmarked luxury motor vehicle that meets one of the following definitions:

- Stretch limousine: An automobile with a seating capacity of not more than 12 passengers in the rear seating area.
- Executive sedan: A four-door sedan having a seating capacity of not more than three passengers behind the driver and a minimum wheel base of 114.5 inches.
- Executive van: A van, minivan or minibus having a seating capacity of not less than seven passengers and not more than 14 passengers behind the driver.
- Classic car: A fine or distinctive automobile that is 30 years old or older. Refer to back of form for licenses required.

#### **Documentation Needed on Each Vehicle:**

- Vehicle Registration. (See example below)
- Certificate of Insurance or Bond. Every vehicle must be covered by either a surety bond or a liability insurance policy. (See example below)
- **Vehicle Inspection Report** from the Washington State Patrol. There is a fee of \$25 per vehicle for the inspection report, paid to the Master License Service when you apply for your license.

STATE OF WASHINGTON 1234B
DEPARIMENT OF LICENSING
VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE 5/25/1999
LIC/FLT ISSUS-DRIE TRB-NO REG-EXT VALUE-CUE DEPRE ND-REC MD-GMT 12345B 10/1999 S223344 10/20/2000 24689/1993 1 12
FOWER USE MOD- MAKE SERIES/BODN VIN OR SERIAL-NC RES-CC INC/UNINC G F/H 1993 LINC OPP4D 1G1VV52D8VV193006 17 I
SCLWI SERI GMT GMT-SIRT GMT-EXG FLEET PREVVEI PREV-TITLE-NC SI 00 / / / / 26549C 9428622322 WR
CIMMENT: 7 - 18 - USE TAX WAIVED (A) -COLOR -WHITI
BRANDS-WA/ROMER EXEMP! MILEMEE 16579 A
REGISTERED OWNER LEGAL OWNER
JCHN DOE DEA JCHN'S LIMOUSINE ② 122 CENTRAL AVE ANYMHERE WA 981.11.



- ① **Owner name** must be the same on certificate of insurance and Master Application.
- ② Registered owner must be: owner name, sole proprietor, partner, corporate officer, or LLC member/manager.
- 3 Include policy number.
- Policy effective & expiration dates must show current coverage.
- ⑤ Display name of insurance company.
- 6 Minimum combined single limit coverage of \$1,050,000 **OR** split limit coverage of \$1,000,000/\$100,000/\$50,000.
- ② Insurance certificate must show year, make and complete VIN # of each car, which must match vehicle registration certificate.
- Certificate holder must be Dept. of Licensing, Master License Service, PO Box 9034 Olympia, WA 98507-9034
- 9 Use class must be "F/H".

### **Registrations & Licenses Required**

There are several registrations and licenses required if you are starting a new limousine carrier business.

Limousine Carrier Business License\$40
Vehicle Certificate/Decal \$25 per vehicle
Vehicle Inspection Report Fee. \$25 per vehicle
State Tax Registration No fee
Registering Your Business Name
as a Trade Name\$5
Master Application Fee\$15

Your Limousine Carrier Business License and your vehicle certificates must be renewed each year.

# Other Requirements You May Need To Know: Special Needs Vehicle Certificate..\$25 per vehicle

This certificate authorizes the use of rented or leased vehicles not owned by the limousine carrier business. A separate certificate is required for each rented or leased vehicle operated as a limousine. The certificate may be acquired by a licensed limousine carrier at any time, but the certificate will expire on the expiration date of the current license regardless of the date on which the certificate was issued.

Submit proof of insurance for each rented or leased vehicle with the same liability limits as for a regular certificate.

A rental or lease agreement specifying a rental or lease period of no more than 30 days must be kept in the vehicle.

# Change of Vehicle Certificate ..... \$20 per vehicle

If you wish to make any changes to a vehicle certificate, you must submit the requested change in writing along with the change fee.

#### **Duplicate Vehicle Certificate**

To replace a lost or destroyed regular vehicle certificate contact (360) 664-1414. If you lose or destroy a special needs certificate, you must apply for a new special needs certificate.

## Training Course Approval ......\$25

If you wish to provide a chauffeur training course for your employees, you may apply for approval of the training course with the Department of Licensing. Applications are available at (360) 664-1400.

## **Chauffeur Requirements**

A limousine carrier must keep on file and make available for inspection the following information for *each* chauffeur:

- Proof that the chauffeur:
  - o Is at least 21 year of age,
  - Holds a valid Washington State Driver's License,
  - Completed an approved chauffeur training course, and
  - Passed a written examination for the training course:
- The results of a background check performed by the Washington State Patrol; and
- A medical certificate certifying the individual's fitness to be a chauffeur (a new exam and medical certificate is required every three years).

# **Advertising**

Your Unified Business Identifier (UBI) number must be included on any advertisement for your business.

#### License and Vehicle Certificate Renewal

The Master License Service will send you a renewal notice about 45 days before your license and certificates expire. To renew, return your renewal notice along with the following for **each** vehicle:

- Annual Vehicle Inspection Report from the Washington State Patrol
- The fees as indicated on the renewal notice.

#### For Problems and Questions

If you have a problem with or question about your business license, call the Master License Service at (360) 664-1400.

If you have a problem with or question about your vehicle inspection, call the Washington State Patrol.